



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EVENT COORDINATOR II

Job Number: 20001560

Job Code: 81170V161016

Job Group: 8100 - COMMUNICATIONS AND PROMOTIONS

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates agency performance of small, medium and large event/show contracts; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of business or administrative experience, of which one year must have been in scheduling and coordinating shows or events.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Business or administrative experience will substitute for the required college on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

If employed in the Kentucky Department of Parks or the Kentucky Horse Park, must be twenty years and one day of age at time of appointment. If employed in the Kentucky Department of Parks or the Kentucky Horse Park, must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of appointment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Prepares detailed plans and works with agency services management personnel to assure that contracted services such as set up, take down, seating and electrical services are performed on time and in accordance with contract agreement. Works with promoters to identify and solve unanticipated problems. Works with media to arrange coverage. Coordinates security efforts. Monitors event budget. Compiles and verifies billing information. Conducts post event interviews and develops critiques to facilitate future events/shows of a similar nature. Works with general management review of contract performance, policy/procedural interpretation and enforcement. Responsible for efficient, economical purchase and usage of materials and supplies for contracted event servicing. Works extensively with management personnel outside their immediate organizational unit and with clients, paying close attention to detail to assure that all contract terms are met within the framework of agency policy and applicable state legislation. Responsible for collecting, checking and reviewing all documentation with reference to assigned shows and events including, but not limited to contracts, purchase documents, and event scheduling.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically work long hours with daily exposure to dirt and noise.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*